

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 6, 2008

5 Page Document

TITLE: Division Administrator
POSITION NO: 10000
LOCATION: Disability Services Division, Helena
STATUS: Full-Time/Permanent
UNION: Non
PAY GRADE: Pay Plan 20, Pay Band 8
STARTING SALARY: \$67,520 - \$82,524 annually. Depending on qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 21, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Resume is required at time of application. Working hours may frequently exceed normal eight-hour workdays, especially during fiscal year end and legislative sessions. Occasional travel may be required.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This executive position is responsible for providing leadership and direction to disability programs and division staff. Specific duties include determining work operations and initiating adjustments as needed; writing and monitoring division strategic plan; representing the division and department before legislative committees; assuring appropriate management of the division budgets; making decisions in the appeals process for employees or clients; meeting with advisory councils, consumer groups, or other groups related to activities of the division; guiding the development of program goals and plans and evaluating results; and supervising six management staff. In addition, this position is responsible for

the indirect supervision of 497 employees including field staff across the state.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Extensive knowledge of principles, methods, and theories of treatment for persons with significant disabilities; federal/state regulations governing developmental disabilities, Vocational Rehabilitation, Social Security, Medicaid, and telecommunications; management theories and techniques; leadership and professional ethics; federal/state budget process; program development and evaluation techniques; and concepts and practices of personnel management and supervision.

Skills: Skill in written and verbal communication; effective interpersonal communication skills, facilitation, conflict resolution, and team building; time management; leadership skills and helping staff develop their full potential.

Abilities: Effectively communicate complex and controversial issues to numerous stakeholders. Ability to provide organizational leadership; develop both short- and long-range strategic plans; motivate subordinates through effective delegation of authority; and effectively use a computer for report development and other necessary document preparation.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, business administration, public administration, or closely related field **AND** six years of progressive experience in disability or related human service program administration, to include four years of supervisory experience working in human services related activities. Equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview;

4. Resume; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Division Administrator
Position: #10000
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to these supplement questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. **Please limit answers to one page per question.**

1. Please describe your professional experience in the following areas: disability programs and policy development, financial management, legislative involvement, and leadership experience. (Please include the number of direct and indirect subordinates.)
2. Please describe your level of success with communicating complex and controversial disability-related issues with constituents and the general public.